



How to Appeal a Parking Citation

The Appeal Process:

The Park Raleigh Parking Program has set up an administrative appeal process for individuals who believe their parking citation was issued in error.

The Administrative Appeal Process includes three Levels of Appeal:

1. An administrative review.
2. An administrative hearing (Citation must be paid prior to scheduling a hearing).
3. An appeal through the Superior Court of Wake County.

All appeals begin with Central Parking System; the City of Raleigh's parking management company.

Mail this form and a photocopy of the citation to:

Park Raleigh	(919)828-1020
P. O. Box 27688	(919)828-1030 (Fax)
Raleigh, NC 27611-7688	

NOT reasons for appeal:

- Lack of knowledge of the City's parking regulations.
- Appointment conflicts or tardiness going or returning from appointments.
- Inability to find a valid parking space.

Step 1: REQUESTING AN ADMINISTRATIVE REVIEW

- This form must be requested from Park Raleigh's office **within 48 hours** of the issuance of the citation.
- A photocopy of your citation must be attached to the Request for Citation Dismissal Form.
- Also, include other supporting documentation, such as photocopies of the Vehicle Registration, Disabled Permit, or Permit Holder information.
- Do not send originals. Documentation will not be returned.
- Incomplete information or failure to return the appeals form **within the 30 day** time period will automatically end the appeal process and the parking citation must be paid.

The findings of the Administrative Review will be mailed to you **within 10 business days** of receipt of the Request for Citation Dismissal form.

If the results of the investigation uphold that the violation did occur, you must pay the parking citation fine **within calendar 30 days** of the mailing of the Administrative Review notification, or file for an administrative appeal hearing.

Failure to pay the parking citation will cause the penalty to increase by then allotted amounts as noted on the citation. No late fee will be added to your fine during the appeal process.

131 South Wilmington St., P.O. Box 27688, Raleigh, NC 27611-7688 (919)828-1020 (919)828-1030 fax

REQUEST FOR CITATION DISMISSAL

DATE: _____

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

CITATION NUMBER: _____

CITATION ISSUE DATE: _____

LICENSE TAG NUMBER: _____

REGISTERED OWNER OF VEHICLE: _____

REASON FOR REQUESTING DISMISSAL: _____

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•  **Home**

• **Stress** is a response to a stimulus that is perceived as a threat to well-being.

RESEARCH

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THE FUTURE OF THE FIRM

Figure 1

Signature (I have read the appeal process and acknowledge the reasons for appeal.)

